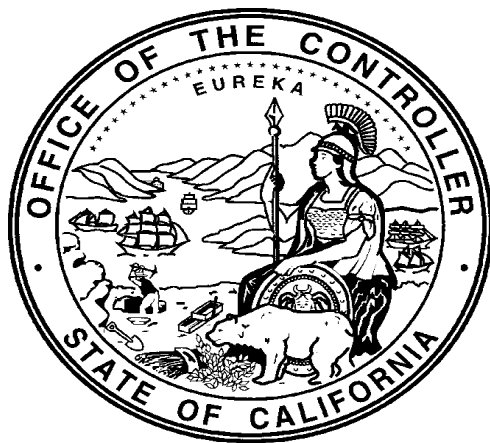


OFFICE OF THE STATE CONTROLLER PERSONNEL/PAYROLL SERVICES DIVISION



INBOUND INTERFACE FROM CALATERS TRANSFORMATION Interface Information Package



| REVISION HISTORY | | | |
|------------------|-----------------|---------------------------|--------------------|
| REVISION # | DATE OF RELEASE | OWNER | SUMMARY OF CHANGES |
| 1.0 | 11/02/2010 | Samantha Vance | Original Content |
| 1.0 | 11/02/2010 | Khalid Salman Mohammed | Original Content |
| | | | |

TABLE OF CONTENTS

| | | |
|------|-----------------------------|---------------------------------------|
| I. | INTRODUCTION | Error! Bookmark not defined. |
| II. | GENERAL INFORMATION | Error! Bookmark not defined. |
| III. | TECHNICAL INFORMATION | Error! Bookmark not defined. |
| IV. | RECORD FORMAT | Error! Bookmark not defined.-8 |
| V. | FILE DEFINITIONS | 9-12 |
| VII. | FIELD VALIDATION..... | 13-14 |

I. INTRODUCTION

This is an inbound interface to transform the legacy file from CalATERS to SAP format of Infotype 0015 (additional payments).

SAP will translate the wage and tax data into the appropriate wage types and create the standard IT0221 file format for the standard IT0221 upload process.

This inbound interface file is used to load expense reimbursements for employees on Infotype 0015 (additional payments) to withhold the taxes from the gross amounts sent from CalATERS.

II. GENERAL INFORMATION

The following general requirements must be met in order to participate in the interface process:

- Continue to operate and maintain third party system beyond Go-Live.
- Set in place internal business practice changes or perform required system updates to third party internal system(s) to support the interface.
- Support testing activities for the interface.

III. TECHNICAL INFORMATION

- The file is generated in a single file format.
- Format is a fixed length.
- File encoding is ASCII.
- Server Type: Secure File Transfer Protocol (SFTP).

IV. RECORD FORMAT

The template layout of the inbound interface is explained below with details. The templates and sample files are also attached below in this section.

| | | | | |
|------------------------------------|---|--|--|----------------------------------|
| Frequency | <input type="checkbox"/> Daily <input type="checkbox"/> Ad-hoc | <input type="checkbox"/> Weekly <input type="checkbox"/> Annually | <input type="checkbox"/> Bi-weekly <input checked="" type="checkbox"/> Other: _twice per month_____ | <input type="checkbox"/> Monthly |
| Direction | <input checked="" type="checkbox"/> Inbound | | | |
| | <input type="checkbox"/> Outbound | | | |
| | <input type="checkbox"/> Both | | | |
| Source System | The CalATERS sends the Expense reimbursements transaction Input source file to MyCalPAYS. | | | |
| Target System | MyCalPAYS | | | |
| Classification of Data | <input checked="" type="checkbox"/> Confidential | | | |
| | <input checked="" type="checkbox"/> Sensitive | | | |
| Data Volume Estimate | <input type="checkbox"/> One-time: _____ records <input checked="" type="checkbox"/> Recurring: 100 records to 3000 records to 50000 records every month____ | | | |
| Scheduled | <input checked="" type="checkbox"/> Automatic | | | |
| | <input type="checkbox"/> Manual (User Started) | | | |
| Data Time Period | <input type="checkbox"/> Daily <input type="checkbox"/> Annually | <input type="checkbox"/> Weekly <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Bi-weekly | <input type="checkbox"/> Monthly |
| | Record Selection Scope: <input type="checkbox"/> New or Changed Records | | | |
| | <input checked="" type="checkbox"/> All records | | | |
| Selection Method of Records | <input type="checkbox"/> Allow user to select | | | |
| | <input checked="" type="checkbox"/> Automatic (rules defined below) | | | |
| | <input type="checkbox"/> Other: _____ | | | |
| | Description: | | | |

| | |
|---------------------------------|--|
| Deleted Data | |
| Future Transactions | <p>Future transactions allowed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Description:</p> |
| Retroactive Transactions | <p>Retroactive transactions allowed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Description:</p> |

V. FILE DEFINITIONS

SAP Module: ECC HCM-Payroll

Input File Format: .txt

Input File Name(s): Per project naming standards

Frequency: twice per Month

Est. Data Volume: File size can range from 100 records to 3000 records to 50000 records

Number of Upload Files: 14

Note: Ignore the control record which will be the first record and will be identified by transaction code '000' and details records are identified by the transaction.

Grayed out fields are not needed in SAP & thus will be ignored on the inbound file.

| Target (SAP) Field Requirements | | | | Mapping Requirements | Source (Legacy) Field Requirements | | | | | |
|---------------------------------|------|-------------|-------------------|---|------------------------------------|------|-------------|---------------------------|-----------|----------|
| SAP Table & Field | Type | Max. Length | Field Description | Mapping Rule | Source Field Name | Type | Max. Length | Target Screen Program/No. | Optional? | Comments |
| | | | | | | | | | | |
| | | | | Though this field will be included in the input file, our SAP interface program will ignore it. | Transaction Code '995' | NUM | 3 | | X | |

| | | | | | | | | | | |
|--------------|------|---|--------------------------|---|------------------------|------|----|--|---|--|
| PA0015-PERNR | NUMC | 8 | Personnel Number. | Based on SSN on input file, look up PA0002-PERID to get the corresponding PERNR of the main assignment. See the FS to get the details on finding the Main Assignment. | Social Security Number | NUM | 9 | | | |
| | | | | Our SAP interface program will ignore this, as our key to IT0015 is just PERNR | First Initial | CHAR | 1 | | X | |
| | | | | Our SAP interface program will ignore this, as our key to IT0015 is just PERNR | Middle Initial | CHAR | 1 | | X | |
| | | | | Our SAP interface program will ignore this, as our key to IT0015 is just PERNR | Last Name | CHAR | 21 | | X | |
| | | | | | Agency Code | NUM | 3 | | | |
| | | | | | Reporting Unit | NUM | 3 | | | |
| P0015-LGART | CHAR | 4 | Wage type | Use the custom crosswalk table to obtain the wage type. | (CalATERS) Class Code | NUM | 4 | | | |

| | | | | | | | | | | |
|--------------|------|---|--------------------|---|-------------------------------------|------|----|--|--|--|
| | | | | Ignore | Serial Number | NUM | 3 | | | |
| | | | | Ignore | Pay period type | NUM | 1 | | | |
| PA0015-BEGDA | DATS | 8 | Begin Date. | Begin date | Pay period month | NUM | 2 | | | |
| | | | | | Pay period year | NUM | 2 | | | |
| P0015-LGART | CHAR | 4 | Wage type | use the custom crosswalk table to obtain the wage type. | Payment type | CHAR | 1 | | | |
| | | | | | Adjustment Code | CHAR | 1 | | | |
| P0015-LGART | CHAR | 4 | Wage type | use the custom crosswalk table to obtain the wage type. | Payment type suffix | CHAR | 1 | | | |
| P0015-BETRG | CURR | 7 | Amount | Wage type amount | Gross amount subject to withholding | NUM | 7 | | | |
| | | | | Ignore | Filler | NUM | 35 | | | |
| | | | | Ignore | State code | CHAR | 2 | | | |
| | | | | Ignore | Filler | NUM | 7 | | | |

| | | | | | | | | | | |
|--|--|--|--|--------|--|------|----|--|---|--|
| | | | | Ignore | Payment issue date | NUM | 6 | | | |
| | | | | Ignore | warrant number and original issue date | NUM | 14 | | | |
| | | | | Ignore | Gross amount not subject to withholding | NUM | 7 | | | |
| | | | | Ignore | unused | CHAR | 61 | | | |
| | | | | Ignore | Batch number | CHAR | 5 | | X | |

200

VI. FIELD VALIDATION

The output of this transformation FS should be in the form of below IT 0015 template using the file definitions attached above. A sample of the output file is also attached below.

Info-Type 0015 (Additional Payments and Deductions):

The template is color coded. These colors have the following meaning:

- Gray – **DO NOT FILL** these are in the template for structural consistency only. These fields will not be explained further as they should not be used.
- Red – these are required fields
- Blue/Purple – these are optional. However, please make note that an amount must be entered for the row to have any relevance.

| <i>Data Element</i> | <i>Use/Description</i> |
|----------------------------|---|
| RP50G-PERNR | Employee number (PERNR) |
| P0015-BEGDA | Effective start of the validity of the record |
| P0015-LGART | This is the wage type that will be paid or deducted from the employee |
| P0015-OPKEN | DO NOT USE |
| Q0015-BETRG | Amount to be paid or deducted |
| P0015-WAERS | Currency – set as USD |
| P0015-ANZHL | Number |
| Q0015-EITXT | Unit |
| DO NOT USE Q0015- INDBW | DO NOT USE |
| P0015-ZUORD | Assignment Number (free form text field) |
| P0015-ESTDT | DO NOT USE |
| Q0015-PABRJ | Default Accounting Year |
| Q0015-PABRP | Default Accounting period |
| P0015-UWDAT | DO NOT USE |

| P0015-ITFTT | DO NOT USE |
|-------------|---|
| COBL-KOSTL | Cost Center if override being done |
| COBL-BUKRS | Company code if override being done |
| P0015-SEQNR | Key if more than one entry can be made for a wage type on the same day for an employee. If it is the first entry leave blank. And for additional entries increment by 1 (e.g. 01, 02, 03) |
| ZACTI | This field will represent whether the record needs to be added, deleted or modified. The allowable values for this field: INS -- Insert DEL -- Delete MOD -- Modify |



0015.txt